



Federal Aviation Administration

Air Traffic Pay Plan Changes

Effective July 29, 2001

Guide for Determining
Nature of Action and Setting Pay
for Job Changes

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Part 1

Overview

About MSS Job and Pay Changes

Introduction

This guide was developed to assist in administering new pay rules affecting movement associated with the Air Traffic pay plan, effective July 29, 2001. The new pay rules affect some moves within the Air Traffic Pay Plan, as well as moves to and from the Core Compensation Plan and the FG Pay Plan. The information in this document supersedes any and all previously-issued information, guidance, and documentation for the affected moves.

The changes are the result of an extensive analysis of the current pay rules to identify and develop solutions to many of the issues and concerns raised since the initial implementation of the Air Traffic pay plan in 1998 and 1999. Among the goals in developing the new rules were to ensure that all employees are appropriately paid within the range of pay established for the position they are assigned to, to establish pay rules that are fair and simple to understand, and to provide tools and incentives to ensure that positions can be filled with candidates who have the necessary skills to perform the duties.

Who is Covered

Any personnel actions initiated on or after July 29 will follow the new rules. However, any offers made and accepted prior to July 29, with an effective date between July 29 and September 30, 2001, will follow either the current pay rules or the new pay rules, whichever provides the greater benefit to the selectee.

The new rules do not apply to moves into bargaining unit positions.

The new rules do not modify the terms of existing labor agreements.

The new rules do not apply to moves into those positions that are currently the subject of a representation petition.

What's in the Guide

Part 2 of the guide provides step by step instructions for determining the nature of action associated with specific MSS job changes.

Part 3 of the guide provides step by step instructions for setting pay upon job changes within MSS and between MSS and FV and FG Pay Plans.

Provided in Appendix A are complete copies of the Decision Tools to assist in applying the pay flexibilities under the MSS Pay Plan and the Core Compensation Pay Plan.

Provided in Appendix B is a description and sample of the automated tool employees may use to estimate pay upon job changes within MSS and between MSS and FV and FG pay plans.

Provided in Appendix C are the current pay tables under the AT, FV, and FG pay plans.

Part 2

Determining Nature of Action

Guide to Determining Nature of Action Associated with MSS Job Changes

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Part 2A - Introduction

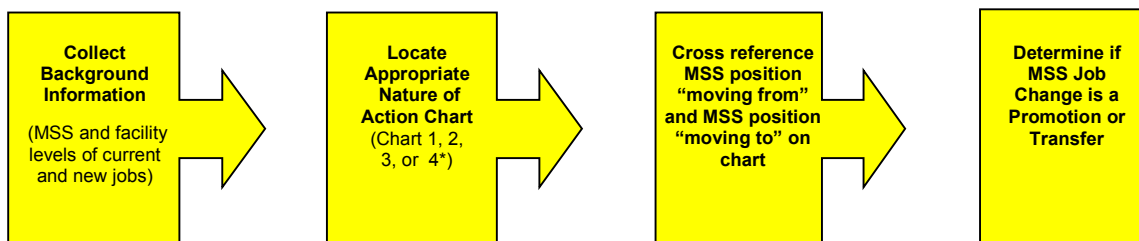
This section describes how to determine the nature of action, specifically whether the job change is considered a promotion, transfer, reassignment, or change to lower grade. The nature of action is directly linked to the pay system under which the *new* job is covered. A job change to MSS is considered either a promotion or a transfer. A job change to FV or FG is considered a promotion, reassignment, or change to lower grade. The following pages address various job changes including:

- Job changes within MSS positions.
- Changes between MSS and FV positions.
- Changes between MSS and FG positions.

Determining the nature of action for each of these types of job changes is described in detail over the next several pages.

Part 2B - Job Changes Within MSS Positions

Managers, supervisors, and specialists may move from one MSS position to another. Job changes within MSS are classified as either promotions or transfers. The process for determining whether the MSS job change is a promotion or transfer is outlined below.



* Chart 1 covers moves from MSS-1, Chart 2 moves from MSS-2, Chart 3 moves from MSS-3, and Chart 4 moves from MSS-4.

Charts 1, 2, 3 and 4 may be found on the next several pages.

Chart 1 – Moves from MSS-1*

Chart 1: Moves from MSS-1											
		FROM:									
		MSS1	MSS1	MSS1	MSS1	MSS1	MSS1	MSS1	MSS1	MSS1	MSS1
TO:		12	11	10	9	8	7	6	5	4	3
MSS4	12	P	P	P	P	P	P	P	P	P	P
MSS4	11	P	P	P	P	P	P	P	P	P	P
MSS4	10	P	P	P	P	P	P	P	P	P	P
MSS4	9	T	T	T	P	P	P	P	P	P	P
MSS4	8	T	T	T	P	P	P	P	P	P	P
MSS4	7	T	T	T	T	P	P	P	P	P	P
MSS4	6	T	T	T	T	T	P	P	P	P	P
MSS4	5	T	T	T	T	T	T	P	P	P	P
MSS4	4	T	T	T	T	T	T	T	T	P	P
MSS4	3	T	T	T	T	T	T	T	T	P	P
MSS3	12	P	P	P	P	P	P	P	P	P	P
MSS3	11	P	P	P	P	P	P	P	P	P	P
MSS3	10	T	P	P	P	P	P	P	P	P	P
MSS3	9	T	T	T	P	P	P	P	P	P	P
MSS3	8	T	T	T	T	P	P	P	P	P	P
MSS3	7	T	T	T	T	T	P	P	P	P	P
MSS3	6	T	T	T	T	T	T	P	P	P	P
MSS3	5	T	T	T	T	T	T	T	P	P	P
MSS3	4	T	T	T	T	T	T	T	T	P	P
MSS3	3	T	T	T	T	T	T	T	T	T	P
MSS2	12	P	P	P	P	P	P	P	P	P	P
MSS2	11	T	P	P	P	P	P	P	P	P	P
MSS2	10	T	T	P	P	P	P	P	P	P	P
MSS2	9	T	T	T	P	P	P	P	P	P	P
MSS2	8	T	T	T	T	P	P	P	P	P	P
MSS2	7	T	T	T	T	T	P	P	P	P	P
MSS2	6	T	T	T	T	T	T	P	P	P	P
MSS2	5	T	T	T	T	T	T	T	P	P	P
MSS2	4	T	T	T	T	T	T	T	T	P	P
MSS2	3	T	T	T	T	T	T	T	T	T	P

KEY:

P	Promotion
T	Transfer

* Applies to moves from MSS-1 Staff Specialist positions facilities, but not to moves from TMC positions or TMS positions.

Instructions: Cross reference the facility level of the current MSS-1 job across the top of the chart with the MSS and facility levels of the new job down the left-hand side of the chart to determine the nature of action.

Chart 2 – Moves from MSS-2

Chart 2: Moves from MSS-2											
		FROM:									
		MSS2	MSS2	MSS2	MSS2	MSS2	MSS2	MSS2	MSS2	MSS2	MSS2
TO:		12	11	10	9	8	7	6	5	4	3
MSS4	12	P	P	P	P	P	P	P	P	P	P
MSS4	11	T	P	P	P	P	P	P	P	P	P
MSS4	10	T	T	P	P	P	P	P	P	P	P
MSS4	9	T	T	T	P	P	P	P	P	P	P
MSS4	8	T	T	T	T	P	P	P	P	P	P
MSS4	7	T	T	T	T	T	P	P	P	P	P
MSS4	6	T	T	T	T	T	T	P	P	P	P
MSS4	5	T	T	T	T	T	T	T	P	P	P
MSS4	4	T	T	T	T	T	T	T	T	P	P
MSS4	3	T	T	T	T	T	T	T	T	T	P
MSS3	12	P	P	P	P	P	P	P	P	P	P
MSS3	11	T	P	P	P	P	P	P	P	P	P
MSS3	10	T	T	P	P	P	P	P	P	P	P
MSS3	9	T	T	T	P	P	P	P	P	P	P
MSS3	8	T	T	T	T	P	P	P	P	P	P
MSS3	7	T	T	T	T	T	P	P	P	P	P
MSS3	6	T	T	T	T	T	T	P	P	P	P
MSS3	5	T	T	T	T	T	T	T	P	P	P
MSS3	4	T	T	T	T	T	T	T	T	P	P
MSS3	3	T	T	T	T	T	T	T	T	T	P
MSS2	12	T	P	P	P	P	P	P	P	P	P
MSS2	11	T	T	P	P	P	P	P	P	P	P
MSS2	10	T	T	T	P	P	P	P	P	P	P
MSS2	9	T	T	T	T	P	P	P	P	P	P
MSS2	8	T	T	T	T	T	P	P	P	P	P
MSS2	7	T	T	T	T	T	T	P	P	P	P
MSS2	6	T	T	T	T	T	T	T	P	P	P
MSS2	5	T	T	T	T	T	T	T	T	P	P
MSS2	4	T	T	T	T	T	T	T	T	T	T
MSS2	3	T	T	T	T	T	T	T	T	T	T

KEY:

P	Promotion
T	Transfer

Instructions: Cross reference the facility level of the current MSS-2 job across the top of the chart with the MSS and facility levels of the new job down the left-hand side of the chart to determine the nature of action.

Chart 3 – Moves from MSS-3

Chart 3: Moves from MSS-3											
		FROM:									
		MSS3	MSS3	MSS3	MSS3	MSS3	MSS3	MSS3	MSS3	MSS3	MSS3
TO:		12	11	10	9	8	7	6	5	4	3
MSS4	12	P	P	P	P	P	P	P	P	P	P
MSS4	11	T	P	P	P	P	P	P	P	P	P
MSS4	10	T	T	P	P	P	P	P	P	P	P
MSS4	9	T	T	T	P	P	P	P	P	P	P
MSS4	8	T	T	T	T	P	P	P	P	P	P
MSS4	7	T	T	T	T	T	P	P	P	P	P
MSS4	6	T	T	T	T	T	T	P	P	P	P
MSS4	5	T	T	T	T	T	T	T	P	P	P
MSS4	4	T	T	T	T	T	T	T	T	P	P
MSS4	3	T	T	T	T	T	T	T	T	T	P
MSS3	12	T	P	P	P	P	P	P	P	P	P
MSS3	11	T	T	P	P	P	P	P	P	P	P
MSS3	10	T	T	T	P	P	P	P	P	P	P
MSS3	9	T	T	T	T	P	P	P	P	P	P
MSS3	8	T	T	T	T	T	P	P	P	P	P
MSS3	7	T	T	T	T	T	T	P	P	P	P
MSS3	6	T	T	T	T	T	T	T	P	P	P
MSS3	5	T	T	T	T	T	T	T	T	P	P
MSS3	4	T	T	T	T	T	T	T	T	T	P
MSS3	3	T	T	T	T	T	T	T	T	T	T
MSS2	12	T	T	T	P	P	P	P	P	P	P
MSS2	11	T	T	T	P	P	P	P	P	P	P
MSS2	10	T	T	T	P	P	P	P	P	P	P
MSS2	9	T	T	T	T	T	P	P	P	P	P
MSS2	8	T	T	T	T	T	T	P	P	P	P
MSS2	7	T	T	T	T	T	T	T	P	P	P
MSS2	6	T	T	T	T	T	T	T	T	P	P
MSS2	5	T	T	T	T	T	T	T	T	P	P
MSS2	4	T	T	T	T	T	T	T	T	T	T
MSS2	3	T	T	T	T	T	T	T	T	T	T

KEY:

P	Promotion
T	Transfer

Instructions: Cross reference the facility level of the current MSS-3 job across the top of the chart with the MSS and facility levels of the new job down the left-hand side of the chart to determine the nature of action.

Chart 4 – Moves from MSS-4

Chart 4: Moves from MSS-4											
		FROM:									
		MSS4	MSS4	MSS4	MSS4	MSS4	MSS4	MSS4	MSS4	MSS4	MSS4
TO:		12	11	10	9	8	7	6	5	4	3
MSS4	12	T	P	P	P	P	P	P	P	P	P
MSS4	11	T	T	P	P	P	P	P	P	P	P
MSS4	10	T	T	T	P	P	P	P	P	P	P
MSS4	9	T	T	T	T	P	P	P	P	P	P
MSS4	8	T	T	T	T	T	P	P	P	P	P
MSS4	7	T	T	T	T	T	T	P	P	P	P
MSS4	6	T	T	T	T	T	T	T	P	P	P
MSS4	5	T	T	T	T	T	T	T	T	P	P
MSS4	4	T	T	T	T	T	T	T	T	T	T
MSS4	3	T	T	T	T	T	T	T	T	T	T
MSS3	12	T	T	T	P	P	P	P	P	P	P
MSS3	11	T	T	T	P	P	P	P	P	P	P
MSS3	10	T	T	T	P	P	P	P	P	P	P
MSS3	9	T	T	T	T	T	P	P	P	P	P
MSS3	8	T	T	T	T	T	T	P	P	P	P
MSS3	7	T	T	T	T	T	T	T	P	P	P
MSS3	6	T	T	T	T	T	T	T	T	P	P
MSS3	5	T	T	T	T	T	T	T	T	P	P
MSS3	4	T	T	T	T	T	T	T	T	T	T
MSS3	3	T	T	T	T	T	T	T	T	T	T
MSS2	12	T	T	T	P	P	P	P	P	P	P
MSS2	11	T	T	T	P	P	P	P	P	P	P
MSS2	10	T	T	T	T	P	P	P	P	P	P
MSS2	9	T	T	T	T	T	P	P	P	P	P
MSS2	8	T	T	T	T	T	T	P	P	P	P
MSS2	7	T	T	T	T	T	T	T	P	P	P
MSS2	6	T	T	T	T	T	T	T	T	P	P
MSS2	5	T	T	T	T	T	T	T	T	T	P
MSS2	4	T	T	T	T	T	T	T	T	T	T
MSS2	3	T	T	T	T	T	T	T	T	T	T

KEY:

P	Promotion
T	Transfer

Instructions: Cross reference the facility level of the current MSS-4 job across the top of the chart with the MSS and facility levels of the new job down the left-hand side of the chart to determine the nature of action.

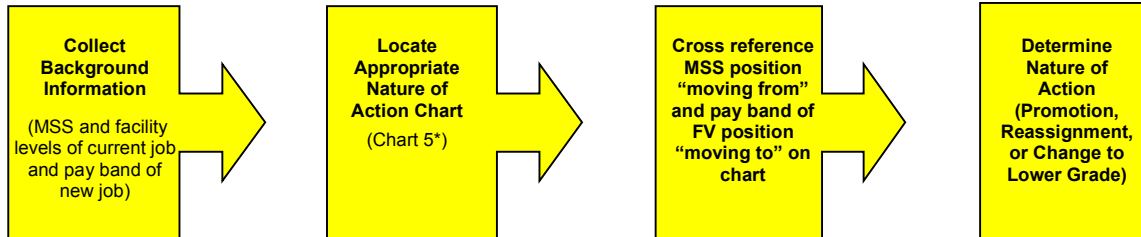
Examples

Various examples of job changes within MSS are provided in the table below, along with the resulting nature of action.

MSS Position Moving From:		MSS Position Moving To:		Chart Reference	Chart Indicator	Nature of Action
Level	Facility	Level	Facility			
MSS-2	ATC-11	MSS-4	ATC-12	Chart 2	P	Promotion
MSS-3	ATC-8	MSS-2	ATC-9	Chart 3	T	Transfer
MSS-3	ATC-10	MSS-2	ATC-12	Chart 3	T	Transfer
MSS-4	ATC-7	MSS-4	ATC-8	Chart 4	P	Promotion

2C - Job Changes From MSS to FV Positions

Managers, supervisors, and specialists may move from an MSS position to a position within the Core Pay Plan. Job changes from MSS to FV are classified as promotions, reassignments, or changes to lower grade. The process for determining whether the MSS to FV job change is a promotion, reassignment, or change to lower grade is outlined below.



* Chart 5 covers moves from MSS to Core Pay Bands I, J, K, and L.

Chart 5 may be found on the next page.

Chart 5 – Moves from MSS to FV

Chart 5: Moves from MSS to FV										
	FROM:									
	MSS4	MSS4	MSS4	MSS4	MSS4	MSS4	MSS4	MSS4	MSS4	MSS4
TO:	12	11	10	9	8	7	6	5	4	3
L	R	R	R	P	P	P	P	P	P	P
K	C	C	C	R	P	P	P	P	P	P
J	C	C	C	C	R	R	P	P	P	P
I	C	C	C	C	C	C	R	R	P	P
	FROM:									
	MSS3	MSS3	MSS3	MSS3	MSS3	MSS3	MSS3	MSS3	MSS3	MSS3
TO:	12	11	10	9	8	7	6	5	4	3
L	R	R	P	P	P	P	P	P	P	P
K	C	C	C	R	P	P	P	P	P	P
J	C	C	C	C	R	R	P	P	P	P
I	C	C	C	C	C	C	R	R	P	P
	FROM:									
	MSS2	MSS2	MSS2	MSS2	MSS2	MSS2	MSS2	MSS2	MSS2	MSS2
TO:	12	11	10	9	8	7	6	5	4	3
L	R	R	P	P	P	P	P	P	P	P
K	C	C	R	P	P	P	P	P	P	P
J	C	C	C	C	R	P	P	P	P	P
I	C	C	C	C	C	C	R	P	P	P
	FROM:									
	MSS1	MSS1	MSS1	MSS1	MSS1	MSS1	MSS1	MSS1	MSS1	MSS1
TO:	12	11	10	9	8	7	6	5	4	3
L	P	P	P	P	P	P	P	P	P	P
K	R	R	R	P	P	P	P	P	P	P
J	C	C	C	R	P	P	P	P	P	P
I	C	C	C	C	R	R	P	P	P	P

KEY:

P	Promotion
R	Reassignment
C	Change to Lower Grade

Instructions: Cross reference the MSS and facility level of the current job across the chart with the FV pay band down the left-hand side of the chart to determine the nature of action.

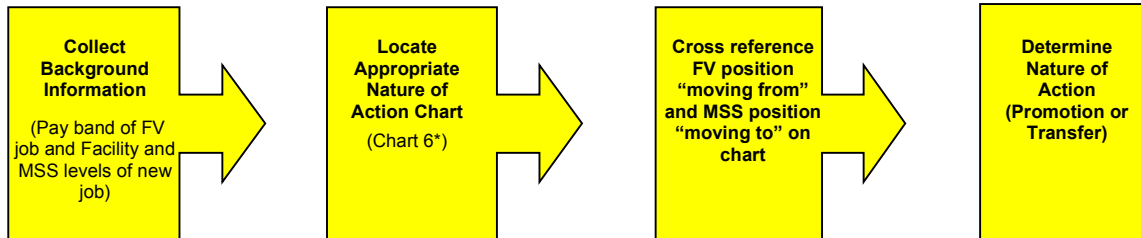
Examples

Various examples of job changes from MSS to FV are provided in the table below, along with the resulting nature of action.

MSS Position Moving From:		FV Position Moving To:	Chart Reference	Chart Indicator	Nature of Action
Level	Facility	Pay Band			
MSS-4	ATC-8	K	Chart 5	P	Promotion
MSS-2	ATC-9	J	Chart 5	C	Change to Lower Grade
MSS-3	ATC-11	L	Chart 5	R	Reassignment

Part 2D - Job Changes From FV to MSS Positions

Managers, supervisors, and specialists may move from an FV position to an MSS position. Within MSS, job changes are classified as either promotions or transfers. The process for determining whether the FV to MSS job change is a promotion or transfer is outlined below.



* Chart 6 covers moves from positions assigned to Core Pay Bands I, J, K, or L to MSS positions.

Chart 6 may be found on the next page.

Chart 6 – Moves from FV to MSS

Chart 6: Moves from FV to MSS					
TO:		FROM:			
		L	K	J	I
MSS4	12	T	P	P	P
MSS4	11	T	P	P	P
MSS4	10	T	P	P	P
MSS4	9	T	T	P	P
MSS4	8	T	T	T	P
MSS4	7	T	T	T	P
MSS4	6	T	T	T	T
MSS4	5	T	T	T	T
MSS4	4	T	T	T	T
MSS4	3	T	T	T	T
MSS3	12	T	P	P	P
MSS3	11	T	P	P	P
MSS3	10	T	P	P	P
MSS3	9	T	T	P	P
MSS3	8	T	T	T	P
MSS3	7	T	T	T	P
MSS3	6	T	T	T	T
MSS3	5	T	T	T	T
MSS3	4	T	T	T	T
MSS3	3	T	T	T	T
MSS2	12	T	P	P	P
MSS2	11	T	P	P	P
MSS2	10	T	T	P	P
MSS2	9	T	T	P	P
MSS2	8	T	T	T	P
MSS2	7	T	T	T	P
MSS2	6	T	T	T	T
MSS2	5	T	T	T	T
MSS2	4	T	T	T	T
MSS2	3	T	T	T	T
MSS1	12	T	T	P	P
MSS1	11	T	T	P	P
MSS1	10	T	T	P	P
MSS1	9	T	T	T	P
MSS1	8	T	T	T	P
MSS1	7	T	T	T	T
MSS1	6	T	T	T	T
MSS1	5	T	T	T	T
MSS1	4	T	T	T	T
MSS1	3	T	T	T	T

KEY:

P	Promotion
T	Transfer

Instructions: Cross reference the pay band of the current FV job across the top of the chart with the MSS and facility level of the new job down the left-hand side of the chart to determine the nature of action.

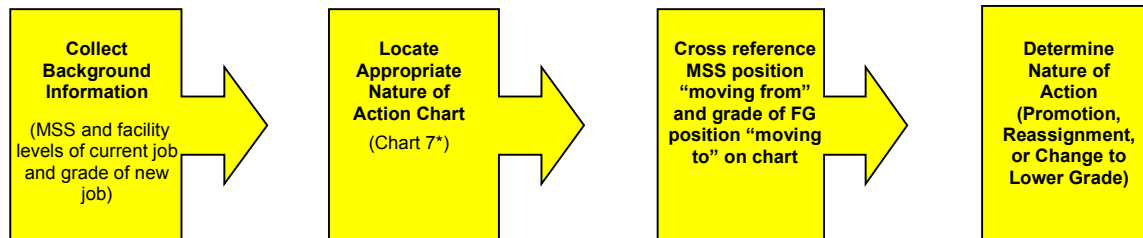
Examples

Examples of job changes from FV to MSS are provided in the table below, along with the resulting nature of action.

FV Position Moving From:		MSS Position Moving To:		Chart Reference	Chart Indicator	Nature of Action
Core Pay Band	Facility	Level				
K	MSS-4	ATC-10	Chart 6	P	Promotion	
J	MSS-3	ATC-8	Chart 6	T	Transfer	

Part 2E - Job Changes From MSS to FG Positions

Managers, supervisors, and specialists may move from an MSS position to an FG position. Job changes from MSS to FG are classified as promotions, reassignments, or changes to lower grade. The process for determining whether the MSS to FG job change is a promotion, reassignment, or change to lower grade is outlined below.



* Chart 7 covers moves from MSS to FG Grades 13, 14, and 15.

Chart 7 may be found on the next page.

Chart 7– Moves from MSS to FG

Chart 7: Moves from MSS to FG										
	FROM:									
	MSS4	MSS4	MSS4	MSS4	MSS4	MSS4	MSS4	MSS4	MSS4	MSS4
TO:	12	11	10	9	8	7	6	5	4	3
15	C	C	C	R	P	P	P	P	P	P
14	C	C	C	C	R	R	P	P	P	P
13	C	C	C	C	C	C	R	R	P	P
	FROM:									
	MSS3	MSS3	MSS3	MSS3	MSS3	MSS3	MSS3	MSS3	MSS3	MSS3
TO:	12	11	10	9	8	7	6	5	4	3
15	C	C	C	R	P	P	P	P	P	P
14	C	C	C	C	R	R	P	P	P	P
13	C	C	C	C	C	C	R	R	P	P
	FROM:									
	MSS2	MSS2	MSS2	MSS2	MSS2	MSS2	MSS2	MSS2	MSS2	MSS2
TO:	12	11	10	9	8	7	6	5	4	3
15	C	C	R	P	P	P	P	P	P	P
14	C	C	C	C	R	P	P	P	P	P
13	C	C	C	C	C	C	R	P	P	P
	FROM:									
	MSS1	MSS1	MSS1	MSS1	MSS1	MSS1	MSS1	MSS1	MSS1	MSS1
TO:	12	11	10	9	8	7	6	5	4	3
15	R	R	R	P	P	P	P	P	P	P
14	C	C	C	R	P	P	P	P	P	P
13	C	C	C	C	R	R	P	P	P	P

KEY:

P	Promotion
R	Reassignment
C	Change to Lower Grade

Instructions: Cross-reference the MSS and facility levels of the current job across the chart with the FG grade down the left-hand side of the chart to determine the nature of action.

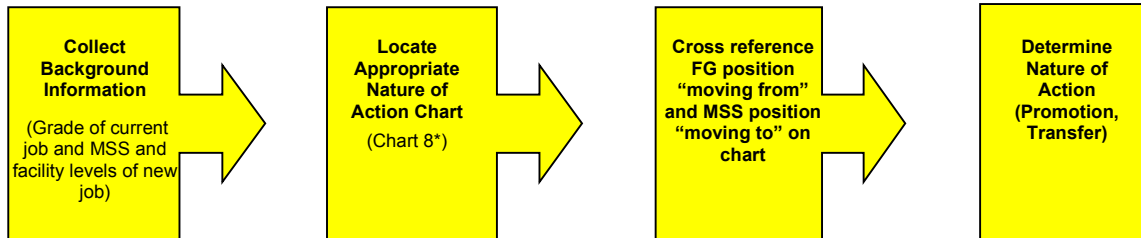
Examples

Various examples of job changes from MSS to FG are provided in the table below, along with the resulting nature of action.

MSS Position Moving From:		FG Position Moving To:	Chart Reference	Chart Indicator	Nature of Action
Level	Facility	FG Grade			
MSS-4	ATC-8	15	Chart 7	P	Promotion
MSS-3	ATC-8	14	Chart 7	R	Reassignment
MSS-2	ATC-9	13	Chart 7	C	Change to Lower Grade

Part 2F - Job Changes From FG to MSS Positions

Managers, supervisors, and specialists may move from an FG position to an MSS position. Job changes from FG to MSS positions are classified as promotions or transfers. The process for determining whether the FG to MSS job change is a promotion or transfer is outlined below.



* Chart 8 covers moves from FG Grades 13, 14, and 15 to MSS positions.

Chart 8 may be found on the next page.

Chart 8 – Moves from FG to MSS

Chart 8: Moves from FG to MSS				
TO:		FROM:		
		15	14	13
MSS4	12	P	P	P
MSS4	11	P	P	P
MSS4	10	P	P	P
MSS4	9	T	P	P
MSS4	8	T	T	P
MSS4	7	T	T	P
MSS4	6	T	T	T
MSS4	5	T	T	T
MSS4	4	T	T	T
MSS4	3	T	T	T
MSS3	12	P	P	P
MSS3	11	P	P	P
MSS3	10	P	P	P
MSS3	9	T	P	P
MSS3	8	T	T	P
MSS3	7	T	T	P
MSS3	6	T	T	T
MSS3	5	T	T	T
MSS3	4	T	T	T
MSS3	3	T	T	T
MSS2	12	P	P	P
MSS2	11	P	P	P
MSS2	10	T	P	P
MSS2	9	T	P	P
MSS2	8	T	T	P
MSS2	7	T	T	P
MSS2	6	T	T	T
MSS2	5	T	T	T
MSS2	4	T	T	T
MSS2	3	T	T	T
MSS1	12	T	P	P
MSS1	11	T	P	P
MSS1	10	T	P	P
MSS1	9	T	T	P
MSS1	8	T	T	P
MSS1	7	T	T	T
MSS1	6	T	T	T
MSS1	5	T	T	T
MSS1	4	T	T	T
MSS1	3	T	T	T

KEY:

P	Promotion
T	Transfer

Instructions: Cross reference the FG grade of the current job across the top of the chart with the MSS and facility level of the new job down the left-hand side of the chart to determine the nature of action.

Examples

Examples of job changes from FG to MSS are provided in the table below, along with the resulting nature of action.

FG Position Moving From:		MSS Position Moving To:		Chart Reference	Chart Indicator	Nature of Action
Grade	Facility	Level				
15	MSS-4	ATC-11	Chart 8	P	Promotion	
14	MSS-3	ATC-8	Chart 8	T	Transfer	

Part 3

Setting Pay

Guide to Setting Pay in MSS Job Changes

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Setting Pay Upon:

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Setting Pay in Unique Circumstances:

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Part 3A - Introduction

This section describes how to set pay upon job changes within MSS and between AT MSS and FV and FG pay plans. The following pages address setting pay in job changes including:

- Promotions.
 - Within MSS positions.
 - MSS to FV positions and FV to MSS positions.
 - MSS to FG positions and FG to MSS positions.
- Transfers.
 - Within MSS positions.
 - FV to MSS positions.
 - FG to MSS positions.
- Reassignments.
 - MSS to FV positions.
 - MSS to FG positions.
- Changes to Lower Grade.
 - MSS to FV positions.
 - MSS to FG positions.
- Special Circumstances.
 - Employees on pay retention.
 - Temporary actions.
 - Moves to and from MSS-1.

The process for determining the nature of action for each of these types of job changes is described in detail over the next several pages.

Part 3B - Setting Pay Upon Promotion to an MSS Position

This guideline is used to determine salaries upon promotion to MSS-2, MSS-3, or MSS-4 positions. This guideline applies to promotions from other MSS positions, from FV positions and FG positions. Setting pay upon a job change within or to an MSS-1 position is described on page 36.

What to Do

When determining a salary upon promotion to an MSS-2, MSS-3, or MSS-4 position, managers should:

- 1) Collect background information necessary to make the pay decision (e.g., employee's current salary, skill profile).
- 2) Complete the AT Pay Plan Promotional Increase Decision Tool. Employees will generally receive an 8% increase. Managers will use the decision tool to determine an appropriate promotional increase between 0% and 15%.

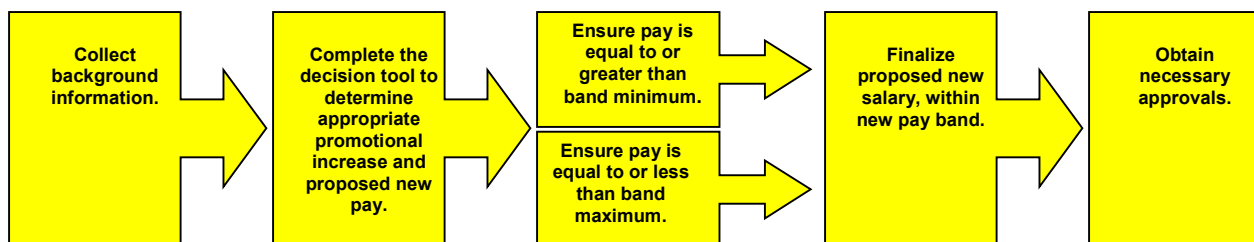
Special Note: Employees promoted to MSS positions from the FG Pay Plan who are currently receiving ATRA, will receive an ATRA roll in increase of 4.1% to their base salaries. The 4.1% increase is added before any promotional increase. Employees who have previously received an ATRA roll in are not eligible for an additional ATRA roll in.

Example: Employee's current salary is \$70,000 plus ATRA (Roll-in hasn't occurred). 8% promotional increase is recommended. New salary is \$78,700 (\$70,000 plus 4.1% = \$72,870 plus 8% = \$78,700).

- 3) Determine an appropriate base salary. Ensure the new salary is within the pay band assigned to the position. If the proposed salary is lower than the band minimum, the salary will be adjusted to the band minimum. If the proposed salary is greater than the new band maximum, the salary will be reduced to the new band maximum.
- 4) Seek necessary reviews and approvals. Any promotion increase will require appropriate approvals. The new salary must be approved at the appropriate level before a commitment may be made to the employee and before the action may be processed.

Process Description

The process is illustrated below. A copy of the AT Pay Plan Promotional Increase Decision Tool is provided in Appendix A.



Part 3C - Setting Pay Upon Transfer to an MSS Position

This guideline is used to determine salaries upon transfer to MSS-2, MSS-3, or MSS-4 positions. This guideline applies to transfers from other MSS positions, from FV positions and FG positions. Setting pay upon a job change within or to an MSS-1 position is described on page 36. Setting pay upon a job change as a result of an involuntary move for conduct or performance is described on page 27.

What to Do

When determining a salary upon transfer to an MSS-2, MSS-3, or MSS-4 position, managers should:

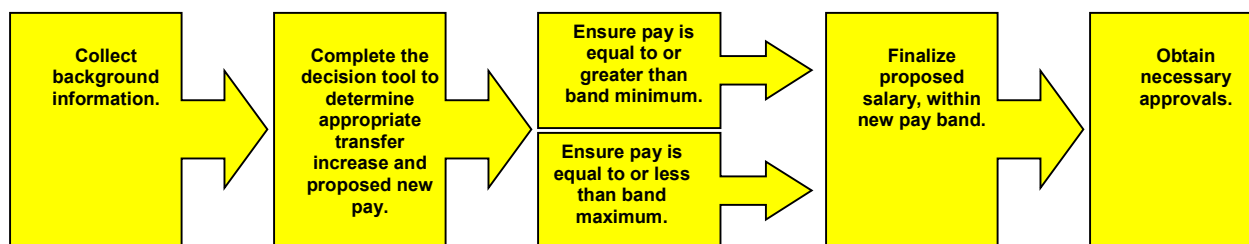
- 1) Collect background information necessary to make the pay decision (e.g., employee's current salary, skill profile).
- 2) Complete the AT Pay Plan Transfer Increase Decision Tool. Typically, employees will not receive increases in transfer situations. However, managers may use the decision tool to recommend an increase between 1% and 7% for transfer situations meeting various criteria identified in the AT Pay Plan Transfer Increase Decision Tool.

Special Note: Employees transferred to MSS positions from the FG Pay Plan who are currently receiving ATRA, will receive an ATRA roll in increase of 4.1% to their base salaries. The 4.1% increase is added before any potential transfer increase. Employees who have previously received an ATRA roll in are not eligible for an additional ATRA roll in.

- 3) Determine an appropriate base salary. Ensure the employee's salary is within the pay band assigned to the position. If the proposed salary is lower than the band minimum, the salary will be adjusted to the band minimum. If the proposed salary is greater than the new band maximum, the salary will be reduced to the new band maximum.
- 4) Seek necessary reviews and approvals. Any recommended increase (between 1% and 7%) will require ATS-1 approval. Base salary must be approved at the appropriate level before a commitment may be made to the employee and before any action may be processed.

Process Description

The process is illustrated below. A copy of the AT Pay Plan Transfer Increase Decision Tool is provided in Appendix A.



Part 3D - Setting Pay Upon an Involuntary Move to an MSS Position

Employee transfers to MSS-2, MSS-3, or MSS-4 positions may be a result of an involuntary move for conduct or performance.

Pay for employees transferred during an initial supervisory probationary period will be set at the rate in effect prior to the promotion, including any intervening pay increases the employee would have received at the former position.

Pay for employees transferred as a result of a performance or conduct issue will be set at a comparable point in the new pay band. For example, if an employee were paid 30 percent into the current pay band (regardless of the pay plan), pay would be reduced to a level that is 30 percent into the new pay band. In the event that setting pay at a comparable point in the new pay band results in a rate of pay that is higher than the employee's current rate, the employee would retain the current pay rate.

The current rate must fall within the new pay band. If the current rate is below the minimum of the new band, pay will be adjusted to the band minimum. If the current rate is above the maximum of the new pay band, pay will be adjusted to the band maximum.

Example: Current band minimum and maximum: \$72,780 - \$87,336 (MSS 4 at a 7).
New band minimum and maximum: \$75,360 - \$94,200 (MSS 3 at an 8).
Current rate: \$80,000 or 9.9% into the band ($\$80,000 / \$72,780$).
New rate based, on comparable point in the band, would be \$82,821 ($\$75,360 \times 1.099$)
Because the move is involuntary as a result of conduct or performance, the rate would remain \$80,000.

Part 3E - Setting Pay Upon Promotion from an MSS Position to an FV Position

This guideline is used to determine salaries upon promotion from an MSS position to an FV nonbargaining unit position. Pay upon promotion from an MSS position to an FV bargaining unit position will be set in accordance with the rules of the gaining bargaining unit.

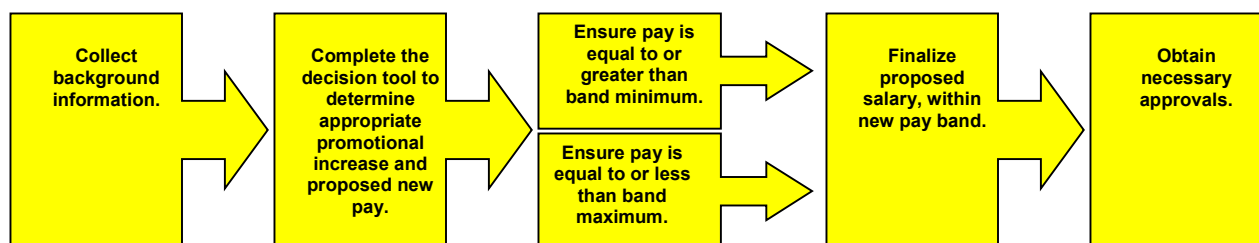
What to Do

When determining a salary upon promotion from an MSS position to an FV position, managers should:

- 1) Collect background information necessary to make the pay decision (e.g., employee's current salary, skill profile).
- 2) Complete the Core Compensation Promotional Increase Decision Tool. Base pay increases in promotion situations may range from 0% to 15%, and should average 8-10%. Managers may use the decision tool to recommend an appropriate increase based on the various criteria described in the Core Compensation Promotional Increase Decision Tool.
- 3) Determine an appropriate base salary. Ensure the employee's salary is within the pay band assigned to the position. If the proposed salary is lower than the band minimum, the salary will be adjusted to the band minimum. If the proposed salary is greater than the new band maximum, the salary will be reduced to the new band maximum.
- 4) Seek necessary reviews and approvals. Any recommended increase will require appropriate approvals. Base salary must be approved at the appropriate level before a commitment may be made to the employee and before any action may be processed.

Process Description

The process is illustrated below. A copy of the Core Compensation Promotional Increase Decision Tool is provided in Appendix A.



Part 3F - Setting Pay Upon Reassignment from an MSS Position to an FV Position

This guideline is used to determine salaries upon reassignment from an MSS position to an FV nonbargaining unit position. Pay upon reassignment from an MSS position to an FV bargaining unit position will be set in accordance with the rules of the gaining bargaining unit.

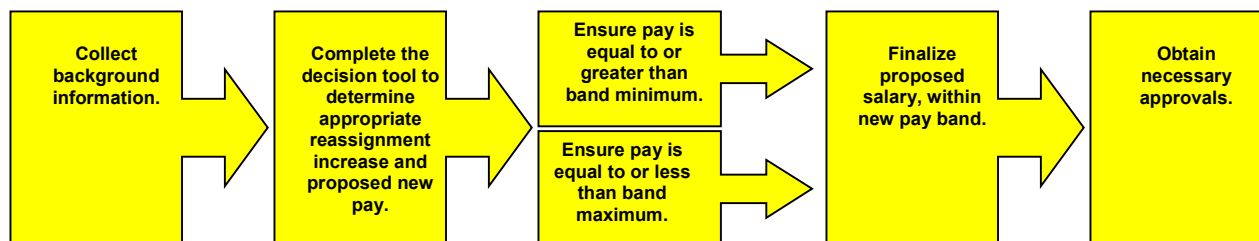
What to Do

When determining a salary upon reassignment from an MSS position to an FV position, managers should:

- 1) Collect background information necessary to make the pay decision (e.g., employee's current salary, skill profile).
- 2) Complete the Core Compensation Reassignment Increase Decision Tool. Reassignments generally do not result in base pay increases. However, base pay increases in reassignment situations may range from 1% to 7% based on the manager's assessment of the reassignment versus various criteria as outlined in the Core Compensation Reassignment Increase Decision Tool.
- 3) Determine an appropriate base salary. Ensure the employee's salary is within the pay band assigned to the position. If the proposed salary is lower than the band minimum, the salary will be adjusted to the band minimum. If the proposed salary is greater than the new band maximum, the salary will be reduced to the new band maximum.
- 4) Seek necessary reviews and approvals. Any recommended increase will require the approval of the head of the line of business or staff office. Base salary must be approved at the appropriate level before a commitment may be made to the employee and before any action may be processed.

Process Description

The process is illustrated below. A copy of the Core Compensation Reassignment Increase Decision Tool is provided in Appendix A.



Part 3G - Setting Pay Upon a Change to Lower Grade from an MSS to an FV Position

This guideline is used to determine salaries when the job change from an MSS position to an FV nonbargaining unit position is classified as a change to lower grade. Any pay adjustments resulting from a change to lower grade due to a job change from an MSS position to an FV bargaining unit position will be set in accordance with the rules of the gaining bargaining unit.

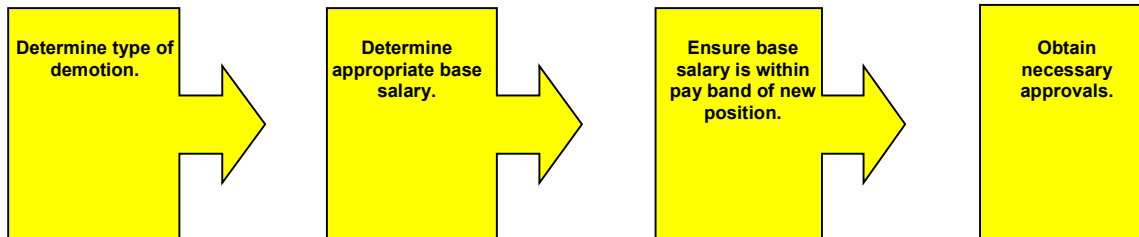
What to Do

When determining a salary upon a change to lower grade, managers should:

- 1)** Determine the type of demotion. Pay treatments vary based on the types of demotions.
- 2)** Determine the appropriate base salary. In most cases, base pay will be unchanged. In circumstances where base pay exceeds the maximum of the pay band assigned to the position, pay will be reduced to the band maximum. An employee's pay must fall within the pay band assigned to the position.
- 3)** Seek necessary reviews and approvals. Base salaries must be approved at the appropriate level before any commitments are made to the employee and before any action may be processed.

Process Description

The process is illustrated below.



Types of MSS to FV Demotions and Base Pay Treatment

The following table defines each type of demotion and summarizes the base salary treatment for each.

Circumstance	Base Pay Treatment
<p><i>Involuntary Demotion, No Fault of the Employee</i></p> <p>When an employee is involuntarily assigned to a new position and the job change is classified as a change to lower grade.</p>	<p>Pay is retained.</p>
<p><i>Involuntary Demotion During Initial Supervisory Probation Period</i></p> <p>When an employee does not successfully complete the initial supervisory probation period and is moved to another position that is classified as a change to lower grade.</p>	<p>Pay is set at the rate in effect before the promotion, including any intervening pay increases that the employee would have received at the lower level.</p>
<p><i>Involuntary Demotion, Performance / Conduct Issue</i></p> <p>When an employee is involuntarily assigned to a new position as the result of a decision letter on performance or conduct and the job change is classified as a change to lower grade.</p>	<p>Pay is reduced to a comparable point in the lower pay band. (For example, if an employee were paid 30 percent into the current pay band, pay would be reduced to a level that is 30 percent into the lower pay band.).</p>
<p><i>Voluntary Demotion</i></p> <p>When an employee requests a new position and the job change is classified as a change to lower grade.</p>	<p>Manager has authority to set pay within the pay band up to the employee's Highest Previous Rate*. The new pay may not exceed the pay band maximum.</p> <p>* See National and/or Line of Business PRIB 5 for rules on application of Highest Previous Rate.</p>

Part 3H - Setting Pay Upon Promotion from an MSS to an FG Position

This guideline is used to determine salaries upon promotion from an MSS position to an FG position

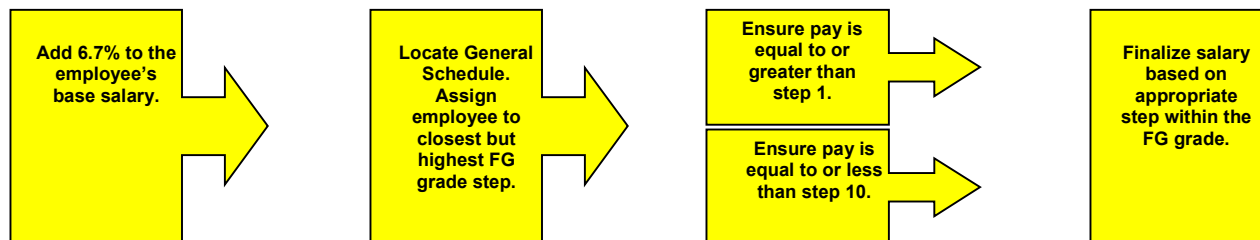
What to Do

When determining a salary upon promotion from an MSS position to an FG position, managers should:

- 1) Add 6.7% to the employee's current salary (excluding locality pay).
- 2) Locate the General Schedule and the appropriate annual step rates based on the employee's new grade. Determine the employee's step and corresponding salary by identifying the closest, highest step in the FG grade.
- 3) Ensure the employee's salary does not exceed the applicable step 10 annual rate. If the employee's current salary plus 6.7% exceeds step 10, the salary will be reduced to step 10. If the employee's current salary plus 6.7% is less than step 1, the employee's salary will be increased to the annual rate provided at step 1.

Process Description

The process is illustrated below.



Part 3I - Setting Pay Upon a Reassignment from an MSS Position to an FG Position

This guideline is used to determine salaries upon reassignment from an MSS position to an FG position.

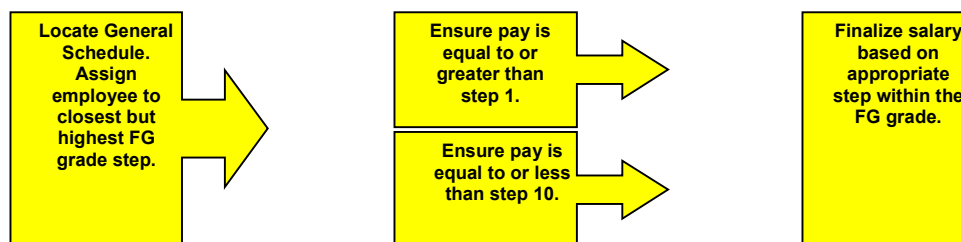
What to Do

When determining a salary upon reassignment from an MSS position to an FG position, managers should:

- 1) Locate the General Schedule and the appropriate annual step rates based on the employee's new grade.
- 2) Determine the employee's step and corresponding salary by identifying the closest, highest step in the FG grade
- 3) Ensure the employee's salary does not exceed the applicable step 10 annual rate. If the employee's current salary exceeds step 10, the salary will be reduced to step 10. If the employee's current salary is less than the step 1, the employee's salary will be increased to the annual rate provided at step 1.

Process Description

The process is illustrated below.



Part 3J - Setting Pay Upon a Change to Lower Grade from an MSS to an FG Position

This guideline is used to determine salaries upon change to lower grade from an MSS position to an FG position. Any pay adjustments resulting from a change to lower grade due to a job change from an MSS position to an FG bargaining unit position, will be set in accordance with the rules of the gaining bargaining unit.

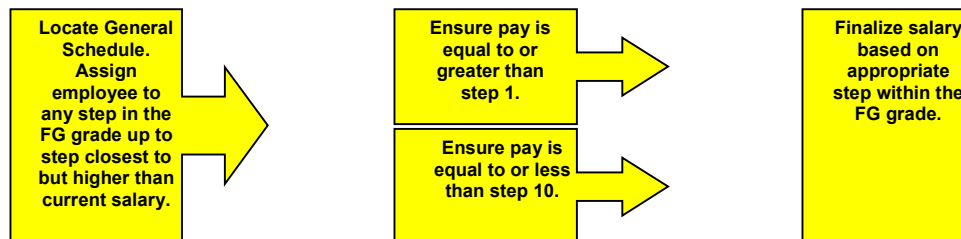
What to Do

When determining a salary upon change to lower grade from an MSS position to an FG position, managers should:

- 1) Determine the type of demotion. Pay treatments vary based on the types of demotions.
- 2) Locate the General Schedule and the appropriate annual step rates based on the employee's new grade.
- 3) Determine the appropriate base salary. Establish pay at any step in the FG grade up to the step that is closest to but higher than the employee's current salary (or Highest Previous Rate).
- 4) Ensure the employee's salary is equal to or greater than the applicable step 1 annual rate and does not exceed the applicable step 10 annual rate.

Process Description

The process is illustrated below.



Types of MSS to FG Demotions and Base Pay Treatment

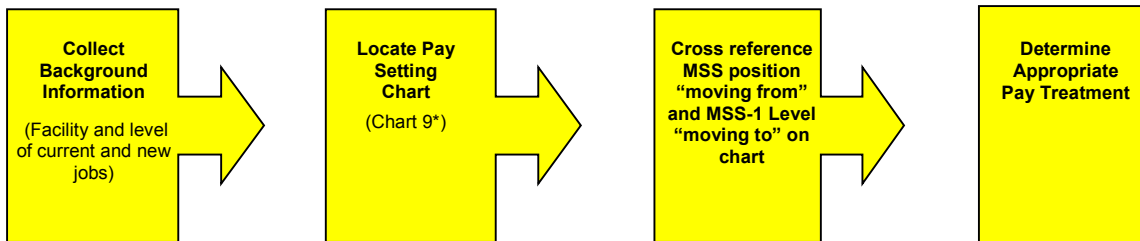
The following table defines each type of demotion and summarizes the base salary treatment for each.

Circumstance	Base Pay Treatment
<p><i>Involuntary Demotion, No Fault of the Employee</i></p> <p>When an employee is involuntarily assigned to a new position in a lower pay band.</p>	<p>Establish pay at any step in the FG grade up to the step that is closest to but higher than the employee's current salary (or highest previous rate).</p>
<p><i>Involuntary Demotion During Initial Supervisory Probation Period</i></p> <p>When an employee does not successfully complete the initial supervisory probation period and is moved to a position in a lower pay band.</p>	<p>First, determine what pay would have been had the employee not left the previous job. Then, establish pay at the closest, highest step in the FG grade. Pay may not exceed step 10.</p>
<p><i>Involuntary Demotion, Performance / Conduct Issue</i></p> <p>When an employee is involuntarily assigned to a new position in a lower pay band as the result of a decision letter on performance or conduct.</p>	<p>Pay is reduced to the comparable step in the FG grade. (For example, if an employee were paid 10% into the current pay band, pay would be reduced to the closest, highest step 10% above step 1.) Pay may not exceed step 10.</p>
<p><i>Voluntary Demotion</i></p> <p>When an employee requests a new position that is in a lower pay band.</p>	<p>Manager has authority to set pay, based on the highest previous rate, at the closest, highest step in the FG grade, not to exceed step 10.</p>

Part 3K - Setting Pay Upon a Change to an MSS –1 Position

This guideline is used to determine nature of action and salaries upon job changes within or to MSS-1 positions.

Nature of action and setting pay for movement into MSS-1 positions is governed by a separate set of rules as outlined in this section of the guide. The process for setting pay for job changes within or to an MSS-1 is outlined below.



* Chart 9 covers moves from MSS-1, MSS-2, MSS-3, and MSS-4 positions to MSS-1 positions at the same, lower, or higher facility level.

Chart 9: Moves to MSS-1				
	FROM:			
TO:	MSS-1	MSS-2	MSS-3	MSS-4
CPC/MSS-1 Same Level	Current pay is unchanged.	Base less 5%. Adjust pay to band minimum if decrease causes pay to fall below minimum. Pay may not exceed maximum of pay band.	Base less 7%. Adjust pay to band minimum if decrease causes pay to fall below minimum. Pay may not exceed maximum of pay band.	Base less 9%. Adjust pay to band minimum if decrease causes pay to fall below minimum. Pay may not exceed maximum of pay band.
<i>Nature of Action</i>	<i>Transfer</i>	<i>Change to Lower Grade</i>	<i>Change to Lower Grade</i>	<i>Change to Lower Grade</i>
CPC/MSS-1 Lower Level	Pay must fall within new band. Increase pay to new band minimum or reduce pay to new band maximum, if applicable.	Base less 5%. Adjust pay to band minimum if decrease causes pay to fall below minimum. Pay may not exceed maximum of pay band.	Base less 7%. Adjust pay to band minimum if decrease causes pay to fall below minimum. Pay may not exceed maximum of pay band.	Base less 9%. Adjust pay to band minimum if decrease causes pay to fall below minimum. Pay may not exceed maximum of pay band.
<i>Nature of Action</i>	<i>Transfer</i>	<i>Change to Lower Grade</i>	<i>Change to Lower Grade</i>	<i>Change to Lower Grade</i>
CPC/MSS-1 Higher Level	Greater of base pay plus 6.7% or new band minimum. Pay may exceed new band maximum.	Base less 5%. Then, greater of new band minimum or 6.7% increase. Pay may exceed new band maximum.	Base less 7%. Then, greater of new band minimum or 6.7% increase. Pay may exceed new band maximum.	Base less 9%. Then, greater of new band minimum or 6.7% increase. Pay may exceed new band maximum.
<i>Nature of Action</i>	<i>Transfer</i>	<i>Change to Lower Grade</i>	<i>Change to Lower Grade</i>	<i>Change to Lower Grade</i>

Setting Pay in Unique Circumstances

These guidelines are used to determine salaries in situations of pay retention and temporary actions.

Part 3L - Pay Retention

The provisions described in the table below apply to employees on pay retention as of and after the effective date of the new rules.

<i>Employees on Pay Retention as of July 29, 2001</i>	
Employees on Unlimited Pay Retention	<ul style="list-style-type: none"> ▪ Pay Retention continues in current job until pay falls within the pay band. ▪ If the employee moves to a new position, retained pay will be the basis for pay setting. However, if the resulting salary exceeds the new band maximum, pay will be limited to the band maximum (except in limited pay retention circumstances described below).
Employees on 3-year pay retention in MSS	<ul style="list-style-type: none"> ▪ If the employee remains in the current job, the employee may retain pay until the end of the 3-year period. At the end of the 3-year period, pay will be reduced to band maximum. ▪ If the employee moves during the 3-year period of pay retention, the retained pay will be the basis for pay setting. However, if the resulting salary exceeds the new band maximum, pay will be limited to the band maximum (except in limited pay retention circumstances described in the table below).

<i>Application of Pay Retention on or after July 29, 2001</i>
<ul style="list-style-type: none"> ▪ Employees transferred or promoted after July 29 will have pay set under the rules provided in this guide. If the recommended salary exceeds the new band maximum, pay will be limited to the band maximum (except in limited pay retention circumstances described below).
<ul style="list-style-type: none"> ▪ Circumstances that may provide for pay retention after July 29, 2001 are described below:
1) Employee is transferred, reassigned, or demoted in lieu of RIF procedures. (Circumstances surrounding these demotions must be carefully and completely documented by the servicing Human Resource Management Division).
2) Employee's rate of basic pay would otherwise be reduced as a result of the employee's declination of an offer to transfer with his or her function.
3) Employee's rate of basic pay would otherwise be reduced because the employee no longer meets a specific condition or requirement of employment (including medical standards) established by the Agency or OPM.
4) Employee's rate of basic pay would otherwise be reduced as a result of a reorganization announced by management in writing.
5) Employee is otherwise entitled to pay retention upon movement to another position as provided for by the rules applicable to the new position or bargaining unit agreement.

Part 3M - Temporary Actions

Setting pay in situations of temporary actions (temporary promotions, temporary reassignments, and temporary transfers to MSS positions) is covered by the rules described in this guide.

Upon return to the position of record, pay is set at the rate that was in effect before the temporary action plus any intervening pay increases that the employee would have received while in the position of record, such as OSI increases.

For employees on details, pay will be set following the rules for the permanent position of record.

Decision Worksheets

Copies of the Decision Worksheets for the AT and Core Pay Plans

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Core Compensation Promotion Increase Decision Tool	Page 40
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Federal Aviation Administration

Promotion Increase Decision Tool

Organization:	Employee:	For yellow highlighted cells, click on the arrow box to view choices.	Promotion Increase Decision Tool	
Series:				
Category:	New Job Title:			
Pay Band:				
Considerations			No Increase	15% Pay Increase
Degree of Change in Role Degree in change in responsibility, overall complexity of work, and/or level of authority.			<div><input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/></div> <div>ModerateHigh</div>	
Criticality of Skills Importance of the knowledge, skills, and responsibilities of the position to the achievement of the organization's and line of business' / staff office's objectives.			<div><input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/></div> <div>LowHigh</div>	
Level of Impact and Responsibility The degree of change in job complexity, expansion of job duties and responsibilities, and potential impact on achievement of the organization's and LOB's / SO's objectives.			<div><input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/></div> <div>DecreasedIncreased</div>	
Performance versus Job Expectations Employee's past performance versus job expectations.			<div><input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/></div> <div>Meets ExpectationsExceeds Expectations</div>	
Performance Relative to New Peer Group Comparison of typical performance level of employee to typical performance level of other employees in new pay band.			<div><input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/></div> <div>SimilarHigher</div>	
Pay within New Pay Band Employee's current pay (base salary excluding locality pay, if applicable) compared to the new position's pay band.			<div><input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/></div> <div>HighLow</div>	
Pay versus Peers with Similar Experience/Performance Employee's current pay level as compared to the pay level of other employees in the new pay band who perform the same or similar functions.			<div><input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/></div> <div>HighLow</div>	
Breadth of Skills versus Peers Employee's skill profile (the degree to which the employee meets some or all of the skills desired for the new position) compared to the skill profile of other employees in the new pay band who perform the same or similar functions.			<div><input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/></div> <div>ModerateHigh</div>	
Manager's Signature:		Approving Official's Signature:		
Title:		Title:		
Date:		Date:		
Recommended Increase Percent:		Approved Increase Percent:		

Core Compensation



Federal Aviation Administration

Core Compensation

Reassignment Increase Decision Tool

Organization:		Employee:		For yellow highlighted cells, click on the arrow box to view choices.	Reassignment Increase Decision Tool	
Series:						
Category:		New Job Title:				
Pay Band:						
Considerations					No Increase	7% Pay Increase
Value of Job Change to Line of Business / Staff Office Importance of the knowledge, skills, and responsibilities of the position relative to the achievement of the organization's and line of business' / staff office's objectives.					<div><input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/></div> <div>LowHigh</div>	
Ability to Fill Opening Availability of qualified candidates with the desired skills and experience necessary to perform the duties of the position.					<div><input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/></div> <div>HighLow</div>	
Level of Impact and Responsibility The degree of change in job complexity, expansion of job duties and responsibilities, and potential impact on achievement of the organization's and LOB's / SO's objectives.					<div><input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/></div> <div>DecreasedIncreased</div>	
Performance versus Job Expectations Employee's past performance versus job expectations.					<div><input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/></div> <div>Meets ExpectationsExceeds Expectations</div>	
Performance Relative to New Peer Group Comparison of typical performance level of employee to typical performance level of other employees who perform the same or similar functions as the new position.					<div><input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/></div> <div>SimilarHigher</div>	
Pay within Pay Band Employee's current pay (base salary excluding locality pay, if applicable) compared to the position's pay band.					<div><input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/></div> <div>HighLow</div>	
Pay versus Peers with Similar Experience / Performance Employee's current pay level as compared to the pay level of other employees who perform the same or similar functions.					<div><input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/></div> <div>HighLow</div>	
Breadth of Skills versus Peers Employee's skill profile (the degree to which the employee meets some or all of the skills desired for the new position) compared to the skill profile of the other employees who perform the same or similar functions.					<div><input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/></div> <div>ModerateHigh</div>	
Manager's Signature:			Head of LOB / SO's Signature:			
Title:			Title:			
Date:			Date:			
Recommended Increase Percent:			Approved Increase Percent:			



Federal Aviation Administration

Air Traffic MSS Positions

AT Pay Plan Promotional Increase Decision Tool For Promotions Within or To MSS Positions

Employee:			Current Salary: \$110,000	Promotion Increase Decision Tool	
Facility:	Current 11	New 12	New Min: \$112,044		
Level:	MSS3	MSS4	New Max: \$134,453		
Considerations				No Increase 15% Pay Increase	
Criticality of Skills Importance of the knowledge, skills, and responsibilities of the position relative to the achievement of the FAA's / Air Traffic's objectives.				<div style="text-align: center;"> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> </div> <div style="display: flex; justify-content: space-between;">LowHigh</div>	
Degree of Change in Role/Responsibility Degree of change in responsibility, expansion of job duties, overall complexity of work and/or level of authority.				<div style="text-align: center;"> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> </div> <div style="display: flex; justify-content: space-between;">ModerateHigh</div>	
Level of Impact The potential impact of the job change on the achievement of the FAA's / Air Traffic's objectives.				<div style="text-align: center;"> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> </div> <div style="display: flex; justify-content: space-between;">DecreasedIncreased</div>	
Broadening of Skills Degree to which the job change provides an opportunity for the employee to broaden skills and enhance overall qualifications to fill key positions in the future.				<div style="text-align: center;"> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> </div> <div style="display: flex; justify-content: space-between;">ModerateHigh</div>	
Pay within New Pay Range Employee's current pay (base salary excluding locality pay, if applicable) compared to the new position's pay range.				<div style="text-align: center;"> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> </div> <div style="display: flex; justify-content: space-between;">HighSimilarLow</div>	
Pay versus Peers Employee's current pay level as compared to the pay level of other employees (in the new work group) who perform the same (or highly similar) job.				<div style="text-align: center;"> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> </div> <div style="display: flex; justify-content: space-between;">HighLow</div>	
Breadth of Skills versus Peers Employee's skill profile (the degree to which the employee meets some or all of the skills desired for the new position) compared to the skill profile of other employees in the new position who perform the same (or highly similar) job.				<div style="text-align: center;"> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> </div> <div style="display: flex; justify-content: space-between;">LowHigh</div>	
Breadth of Skills Employee's additional, value added skill set, as compared to what is generally expected for the position.				<div style="text-align: center;"> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> </div> <div style="display: flex; justify-content: space-between;">LowHigh</div>	
Manager's Signature:				Head of LOB / SO's Signature:	
Title:				(or designee)	
Date:				Title:	
Recommended Increase Percent:				Date:	
				Approved Increase Percent:	



Federal Aviation Administration

Air Traffic MSS Positions

AT Pay Plan Transfer Increase Decision Tool For Transfers Within or To MSS Positions

Employee:			Current Salary: \$110,000		Promotion Increase Decision Tool									
Facility:	Current 11	New 12												
Level:	MSS3	MSS4			New Max: \$134,453									
Considerations					No Increase 7% Pay Increase									
Criticality of Skills Importance of the knowledge, skills, and responsibilities of the position relative to the achievement of the FAA's / Air Traffic's objectives.					<input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>									
					Low High									
Ability to Fill Opening Availability of qualified candidates with the desired skills and experience necessary to perform the duties of the position.					<input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>									
					High Low									
Level of Impact The potential impact of the job change on the achievement of the FAA's / Air Traffic's objectives.					<input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>									
					Decreased Increased									
Broadening of Skills Degree to which the job change provides an opportunity for the employee to broaden skills and enhance overall qualifications to fill key positions in the future.					<input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>									
					Moderate High									
Pay within New Pay Band Employee's current pay (base salary excluding locality pay, if applicable) compared to the new position's pay band.					<input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>									
					High Similar Low									
Pay versus Peers Employee's current pay level as compared to the pay level of other employees (in the new work group) who perform the same (or highly similar) job.					<input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>									
					High Low									
Breadth of Skills versus Peers Employee's skill profile (the degree to which the employee meets some or all of the skills desired for the new position) compared to the skill profile of other employees in the new position who perform the same (or highly similar) job.					<input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>									
					Low High									
Breadth of Skills Employee's additional, value added skill set, as compared to what is generally expected for the position.					<input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>									
					Low High									

Manager's Signature: _____	Head of LOB / SO's Signature: _____
Title: _____	(or designee) Title: _____
Date: _____	Date: _____
Recommended Increase Percent: _____	Approved Increase Percent: _____

Automated Tool

Example of the Automated Tool

Summary of Contents

Overview of Automated Tool.....	Page 45
Sample Printout.....	Page 46

Overview

An interactive tool has been designed to determine the nature of action of various AT job changes and estimate any impact the job change may have on pay, based on the rules provided in this guide.

The tool requires the user to input (or select from drop down boxes) various information in yellow highlighted (lightly shaded) cells. Information such as pay plan, facility level, and band or grade is required to determine the nature of action.

The user is also asked to enter information such as current salary, locality pay area, and, if applicable, proposed increase, to determine any impact on pay. Presented in the blue highlighted (darker shaded) cells is the impact on pay such as a promotion or transfer/reassignment increase, ATRA roll-in, or adjustment to band minimum or maximum, as applicable.

Also provided is the current and new pay opportunity (current and new band minimums and maximums or Step 1 and Step 10 rates, if FG).

The tool is designed to accommodate job changes within MSS and MSS moves to and from FV and FG. For moves to MSS-1, refer to page 36 of this guide to determine nature of action and pay treatment.

The tool provides an estimate of the impact the job change may have on pay based on information the user inputs. Final, approved pay may differ from the pay derived from the automated tool. The rules provided in this guide serve as the overriding authority in all pay setting matters.

A printout of the tool, detailing a possible move, is provided on the following page.

Federal Aviation Administration

Air Traffic Control

Determining Nature of Action and Estimating Pay in Job Change Situations

About this Tool

This interactive tool is designed to define AT job changes and estimate any impact on pay. Once you enter basic information about the job change (such as pay plan, level, and current pay), you will be able to:

- Identify whether the job change is a promotion, transfer/reassignment or change to lower grade.
(This tool is designed to determine nature of action for job changes within AT and to/from AT and FV or FG. Moves within/between FV and FG are not accommodated.)
- Estimate the impact the job change may have on pay.
(This tool is designed to estimate the impact on pay resulting from job changes within AT and to/from AT and FV or FG. Please refer to the document describing Air Traffic Pay Plan Changes, effective July 29, 2001, for a complete guide to setting pay. In particular, refer to the document for job changes to MSS-1 positions, as these are not accommodated by the tool.)
- Establish pay opportunity (minimum and maximum of new position's pay band).

Enter Information About the Job Change in the Yellow Highlighted Areas

	Current	New
1. Employee _____		
2. Job Series		
3. Job Title		
4. Pay Plan (AT, FV (Core), FG)	AT - Air Traffic Pay Plan	AT - Air Traffic Pay Plan
5. Facility Level (if AT Pay Plan)	11	12
6. Level (if AT position), Pay Band (if Core) or Grade (if FG)	MSS2	MSS4
7. Current Pay (excluding locality)	\$100,000	
8. Locality Pay Area	Boston	Atlanta

Move the cursor to each highlighted cell then....
Click on the arrow box to view choices or enter requested information

If Core or FG Pay Plan, select N/A.
If AT, select ATC Level.

Here's the Result

Yellow highlighted cells require your input while blue highlighted cells calculate for you.

- This job change is considered a: Promotion
Note: If #N/A appears in the blue highlighted cell above, an invalid facility/level combination has been entered. Please try again.

Enter recommended promotional increase (0% to 15%) in the highlighted cell to the right.

Proposed Increase: 8.0%

- Is the employee receiving ATRA and eligible for an ATRA roll in? No
ALERT -- PAY IS BELOW BAND MINIMUM, ADJUSTMENT WILL BE REQUIRED

- The impact on pay is detailed to the right.

	Current	New
Pay (without Locality):	\$100,000	
ATRA Roll in, if applicable:		\$0
Promotional Increase Amount:		\$8,000
Reassignment or Transfer Increase Amount:		\$0
Adjustment to Band Minimum:		\$4,941
Adjustment to Ensure Pay is Less than or Equal to Band Maximum:		\$0
Base Rate of Pay:	\$100,000	\$112,941
Locality Pay Percent:	12.13%	8.66%
Locality Pay:	\$12,130	\$9,781
New Base Plus Locality Pay:	\$112,130	\$122,722

Pay Opportunity

Current Pay Band (or Step 1 and Step 10, if FG)	\$94,311	-	\$122,604
New Pay Band (or Step 1 and Step 10, if FG)	\$112,941	-	\$135,529

Pay Charts

Current Pay Charts for ATC, FV and FG

Summary of Contents

ATC Pay Bands, effective June 17, 2001..... Page 48

2001 Core Compensation Plan Pay Bands..... Page 49

U.S. Office of Personnel Management 2001 General Schedule Page 50

ATC Pay Bands, effective June 17, 2001
- exclusive of locality pay, reflecting an Organizational Success Increase of .8% -

ATC Level and Code

Career Level and Code		Cx 3	Dx 4	Ex 5	Fx 6	Gx 7	Hx 8	Ix 9	Jx 10	Kx 11	Lx 12
MSS4	xL	49,197 59,036	52,517 63,020	59,606 71,527	65,866 79,039	72,780 87,336	80,424 96,509	88,866 106,639	102,197 122,636	107,561 129,073	112,941 135,529
MSS3	xK	46,099 57,624	49,210 61,513	55,853 69,816	61,719 77,149	68,198 85,248	75,360 94,200	83,271 104,089	95,762 119,703	100,789 125,986	105,829 132,286
MSS2	xJ	43,136 56,077	46,047 59,861	52,263 67,942	57,752 75,078	63,815 82,960	70,517 91,672	77,919 101,295	89,607 116,489	94,311 122,604	99,028 128,736
MSS1	xl	37,581 52,613	40,117 56,164	45,532 63,745	50,314 70,440	55,596 77,834	61,435 86,009	67,884 95,038	78,067 109,294	82,165 115,031	86,274 120,784
CPC	xH	37,581 52,613	40,117 56,164	45,532 63,745	50,314 70,440	55,596 77,834	61,435 86,009	67,884 95,038	78,067 109,294	82,165 115,031	86,274 120,784
D3	xG	31,944 44,722	34,099 47,739	38,702 54,183	42,767 59,874	47,257 66,160	52,220 73,108	57,701 80,781	66,357 92,900	69,840 97,776	73,333 102,666
D2	xF	26,307 36,830	28,082 39,315	31,872 44,621	35,220 49,308	38,917 54,484	43,005 60,207	47,519 66,527	54,647 76,506	57,516 80,522	60,392 84,549
D1	xD	20,670 28,938	22,064 30,890	25,043 35,060	27,673 38,742	30,578 42,809	33,789 47,305	37,336 52,270	42,937 60,112	45,191 63,267	47,451 66,431
AG	xC	31,944 44,722	31,944 44,722	31,944 44,722	31,944 44,722	31,944 44,722	31,944 44,722	31,944 44,722	31,944 44,722	31,944 44,722	31,944 44,722
NB	AB	28,186 28,186									
NA	AA	22,549 22,549									

2001 Core Compensation Plan Pay Bands (excluding Locality Pay)

Pay Band	Minimum	Midpoint	Maximum
A	\$15,200	\$18,700	\$22,200
B	\$17,500	\$21,500	\$25,500
C	\$19,800	\$24,700	\$29,600
D	\$22,700	\$28,400	\$34,100
E	\$26,200	\$32,700	\$39,200
F	\$30,000	\$37,500	\$45,000
G	\$35,100	\$44,700	\$54,300
H	\$42,800	\$54,500	\$66,200
I	\$52,200	\$66,500	\$80,800
J	\$63,700	\$81,100	\$98,500
K	\$76,100	\$96,900	\$117,700
L*	\$90,900	\$115,800	\$140,700
M*	\$107,100	\$126,600	\$145,100

* Pay rates for FAA employees, including locality pay, are capped by law as of January 14, 2001 at \$145,100.



U.S. Office of Personnel Management

2001 General Schedule

(Not Including Locality Rates of Pay)*

Effective January 2001

Grade	Annual Rates for Steps (in dollars)									
	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
GS-1	14,244	14,719	15,193	15,664	16,139	16,418	16,884	17,356	17,375	17,819
GS-2	16,015	16,395	16,926	17,375	17,571	18,088	18,605	19,122	19,639	20,156
GS-3	17,474	18,056	18,638	19,220	19,802	20,384	20,966	21,548	22,130	22,712
GS-4	19,616	20,270	20,924	21,578	22,232	22,886	23,540	24,194	24,848	25,502
GS-5	21,947	22,679	23,411	24,143	24,875	25,607	26,339	27,071	27,803	28,535
GS-6	24,463	25,278	26,093	26,908	27,723	28,538	29,353	30,168	30,983	31,798
GS-7	27,185	28,091	28,997	29,903	30,809	31,715	32,621	33,527	34,433	35,339
GS-8	30,107	31,111	32,115	33,119	34,123	35,127	36,131	37,135	38,139	39,143
GS-9	33,254	34,362	35,470	36,578	37,686	38,794	39,902	41,010	42,118	43,226
GS-10	36,621	37,842	39,063	40,284	41,505	42,726	43,947	45,168	46,389	47,610
GS-11	40,236	41,577	42,918	44,259	45,600	46,941	48,282	49,623	50,964	52,305
GS-12	48,223	49,830	51,437	53,044	54,651	56,258	57,865	59,472	61,079	62,686
GS-13	57,345	59,257	61,169	63,081	64,993	66,905	68,817	70,729	72,641	74,553
GS-14	67,765	70,024	72,283	74,542	76,801	79,060	81,319	83,578	85,837	88,096
GS-15	79,710	82,367	85,024	87,681	90,338	92,995	95,652	98,309	100,966	103,623
*	INCORPORATING A 2.70% GENERAL INCREASE									